State of Tennessee Department of Children's Services

New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: **Mary Hubbert, Policy Development Coordinator**
             Planning and Policy Development

DATE: **December 26, 2007**

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy *1.3, Communication, Information Sharing and Work Site Meetings, Section C*.

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
1.	**3.32**	**Prohibition of Fundraising**	3	01/01/08	**CS- 0764 Family Assistance Request**	**New Policy: Major policy review required. The policy reflects the method that the department will use to handle and monitor cash and non-cash donations from outside agencies or individuals.** Also a FAQ Protocol has been created to define what a DCS employee's role is in the acceptance or distribution of cash or non-cash items. The FAQ also details employee participation in

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minimal Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

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						fundraising events.
2.	**20.36**	Health Services in DCS Group Homes	20	01/01/08	***CS-0093 Release from Medical Responsibility*** ***CS-0206 Authorization for Routine Health Services for Minors*** ***CS-0543 Well-Being Information and History*** ***CS-0627 Informed Consent for Psychotropic Medication*** ***CS-0629 Psychotropic Medication Evaluation*** *CS-0114 Health Screening for Youth in Department of Children's Services In Residential Treatment Facilities*	**Policy revision: Supersedes DCS 20.36, 08/01/07; The Application section was revised to reflect that the policy applies only to DCS Group Home staff. Minimal policy review required.**
3.	19.6	Placement of Mentally Retarded Youth	19	01/01/08	***CS-0004, Determinate Commitment Release Notification*** ***CS-0046, Discharge*** ***CS-0060, Facility Face Sheet*** ***CS-0226, Classification Report Cover Sheet*** ***CS-0228, Individual Program Plan*** ***CS-0230, Staffing Summary and Placement Justification*** ***CS-0309, Notification of Program Transfer*** ***CS-0543, Well Being Information and History*** ***CS-0747, Child and Family Team Meeting Summary***	**Policy revision: Supersedes DCS 19.6, 04/01/05; Revisions include: Additions to section B and updated form terminology; A FAQ was added to section C; A new section 8 was added to highlight Data System Documentation of case activity. Minimal policy review required.**

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	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures	Summary of Policy Revisions/Other Information
					CS-0777, Family Functional Assessment	
4.	20.24	Informed Consent	20	01/01/08	*CS-0093, Release From Medical Responsibility* *CS-0627, Informed Consent for Psychotropic Medication* *CS-0206, Authorization for Routine Health Services for Minors*	Revised policy: Supersedes 20.24, 04/01/04. Revisions include section B- Engaging Families. Parents must be notified to allow them the option of consenting to medical treatment for their children; Added Legal Reference Document and the link. Minimal policy review required.
5.	20.59	Medication Error Guidelines	20	01/01/08	*CS-0311 Incident Report* *CS-0496, Serious Incident Report*	Revised policy: Supersedes 20.59, 04/01/07; Revisions include Policy title change from Medication Errors- Guidelines and Management Guidelines. There are Classification of Harm changes, and Categories of Medication Errors added to the revised policy. Major policy review required.

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